

Pollution Prevention Plan
for
Hopkinton-Everett Lakes

September 1996



**US Army Corps
of Engineers**
New England Division

POLLUTION PREVENTION PLAN

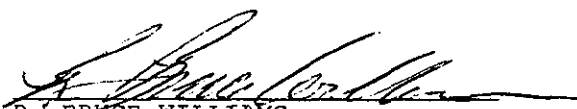
LOCATION:


HOPKINTON-EVERETT LAKES
HOPKINTON, HENNIKER, WEARE, AND DUNBARTON, NEW HAMPSHIRE

PREPARED BY:

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US Army Corps
of Engineers
New England Division

POLLUTION PREVENTION PLAN

TABLE OF CONTENTS

<u>Paragraph</u>	<u>Subject</u>	<u>Page</u>
1	INTRODUCTION	
	a. Background Information	1
	b. Pollution Prevention Strategy for the Corps of Engineers	2
2	APPENDICES/DEFINITIONS	3
3	PURPOSE AND OBJECTIVES	3
4	CORPS OF ENGINEERS PHILOSOPHY AND POLICY ON POLLUTION PREVENTION	3
5	CORPS OF ENGINEERS GOALS IN POLLUTION PREVENTION	4
6	ASSUMPTIONS	5
7	PROJECT DESCRIPTION AND LOCATION	5
8	ROLES AND RESPONSIBILITIES	
	a. Commander	8
	b. Director of Operations	8
	c. Environmental Compliance Coordinator	8
	d. Chief, Environmental Engineering and Hydraulics Branch	9
	e. Merrimack River Basin Manager	9
9	FUNCTIONS AND ACTIVITIES	
	a. Routine Activities	10
	b. Leased Areas	11
	c. Oil Tanks	11
	d. Paint Locker	11
	e. Waste Streams	12
10	JURISDICTION	12

<u>Paragraph</u>	<u>Subject</u>	<u>Page</u>
11	ENVIRONMENTAL REVIEW GUIDE FOR OPERATIONS (ERGO) PROGRAM	13
12	SCOPE OF POLLUTION PREVENTION PLAN	13
13	UPDATE FREQUENCY	13
14	TRAINING	13
15	PUBLIC INFORMATION	14
16	COORDINATION WITH CONTRACTING AND LOGISTICS DIRECTORATES	14
17	IMPLEMENTATION GUIDANCE	14
18	IMPLEMENTATION PLANS	
	a. Recycling	15
	b. Hazardous and Nonhazardous Wastes	16
	c. Substitute Products	16
	d. Purchasing of Products	16
	e. Material Safety Data Sheets (MSDS)	16
	f. Paints and Thinners	16
	g. Hazardous Waste Disposal	16

APPENDICES

Appendix

Subject

A	Figures
1	Hopkinton-Everett Lakes Location Map
2	Merrimack River Basin Map
3	Hopkinton-Everett Lakes Reservoir Map
4	Locations of Oil Storage Tanks
B	Oil Storage Tank Inventory
C	Chemical Product Inventory
D	Listing of Oil and Hazardous Substances and Reportable Quantities
D1	Oil and Other Chemical Products Stored at Hopkinton-Everett Lakes
D2	List of Hazardous Wastes per New Hampshire Hazardous Waste Rules, Chapter Env-Wm 400
D3	List of Hazardous Substances and Reportable Quantities per 40 CFR 302
E	Project Activities and Related Wastes
F	Hopkinton-Everett Lakes' Pollution Prevention Strategy Sheet
G	Recyclable Items at Hopkinton-Everett Lakes
H	State of New Hampshire Governor's Recycling Program
I	Pollution Prevention Technical Assistance Programs
J	Defense Logistic Agency Centers
K	Executive Order 12856
L	Title 40, CFR, 1995 Revision, Part 112.7; Oil Pollution Prevention
M	Glossary
N	References
O	Amendments/Changes to P2 Plan

POLLUTION PREVENTION PLAN

1. INTRODUCTION

a. Background Information. Executive Order (EO) 12856, "Federal Compliance with Right-To-Know Laws and Pollution Prevention Requirements," was signed by the President on 3 August 1993 to challenge the Federal Government to become a leader in pollution prevention, and be a good neighbor by providing local and State authorities with information concerning Federal Government use of toxic and hazardous chemicals and extremely hazardous substances.

The EO extends the coverage of the 1986 law "Emergency Planning and Community Right-to-Know Act" (EPCRA - 40 CFR 372) to Federal facilities. Private industry has been responding to the 1986 law since its inception, and the Federal community is now doing the same.

The requirements of EO 12856, and other related Environmental Executive Orders, were incorporated into a Comprehensive Pollution Prevention Strategy and signed by the Secretary of Defense on 11 August 1994. This strategy is effected across all the Departments, including the Department of Army, and the Corps of Engineers. EO 12856 applies to all Departments of Defense, Department of the Army, and Corps of Engineers facilities within the territory of the United States; in effect, all Corps of Engineers civil works facilities and projects.

The Director of Civil Works issued a statement regarding the Corps policy for pollution prevention on 10 August 1995. He cited the environmental ethic and stewardship which are so much an integral part of the civil works community, and called upon the Corps family to embrace and implement all aspects of the President's EO.

One primary product of the EO is a Pollution Prevention Plan (P2 Plan) for "covered" Corps of Engineers civil works facilities and projects. Initially, projects and facilities reporting under any of the several sections of EPCRA are considered as "covered facilities," and have prepared plans leading to the reduction of pollution for their operations. Eventually, all facilities of any significant size will have a P2 Plan as a framework for pollution prevention and sound environmental practices.

Pollution prevention has as its focus the elimination or modification of activities to achieve a more desirable

environmental end result. Pollution prevention includes any practice which reduces the amount of hazardous substances, pollutants, or contaminants entering the waste stream or otherwise released into the environment, prior to recycling, treatment, or disposal, and any practice which reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants. The Corps of Engineers early efforts at pollution prevention were sometimes referred to as "waste minimization."

b. Pollution Prevention Strategy for the Corps of Engineers. The Corps of Engineers welcomes the President's vision as expressed in EO 12856 that . . . "Federal facilities will set the example for the rest of the country and become the leader in applying pollution prevention to daily operations, purchasing decisions, and policies . . . " The Corps reaffirms its obligations as a responsible neighbor in communities where our civil works facilities and projects are located. Pollution prevention at Corps facilities will not only reduce the amount of potentially harmful substances that are released, it will provide a safer environment for visitors, contractors, and employees, and a safer environment for communities near Corps facilities. Pollution prevention has the additional benefit of conserving our valuable and finite natural resources, and will prevent costly cleanup of facilities, waters, and lands. Corps participation in community right-to-know efforts will ensure that we are responsive to community needs and that our facilities appreciate their responsibility as part of the community.

The U.S. Environmental Protection Agency (EPA) recommends the following seven step process for pollution prevention.

- Develop Pollution Prevention Goals.
- Obtain Management Commitment.
- Establish a Pollution Prevention Team.
- Develop a Baseline.
- Conduct Pollution Prevention Opportunity Assessments.
- Develop Criteria and Rank Activities/Opportunities.
- Conduct a Management Review.

This document addresses the complete process, with a focus on what management needs to finalize a comprehensive pollution prevention program.

Pollution prevention opportunity assessments lead to identification of techniques and technologies to reduce waste generation. Pollution prevention opportunity assessments are

achieved through in-house efforts, contracts with environmental firms, use of personnel from other Corps offices, with EPA or other regulators, or through combinations of these elements.

2. APPENDICES/DEFINITIONS

Appendices are provided to the project under separate cover.

Definitions of terms and acronyms used in this plan are listed in the Glossary in Appendix M.

3. PURPOSE AND OBJECTIVES

Hopkinton-Everett Lakes will fully support the Corps of Engineers pollution prevention policy and goals through the following specific objectives. By 1 December 1996, the facility will: (a) Identify specific waste generating processes and develop a baseline inventory of major categories of wastes produced and (b) prioritize waste problems and/or inefficiencies at this facility.

By 31 December 1996, Hopkinton-Everett Lakes will develop a strategy using the Pollution Prevention Opportunity Assessments and other technical sources to reduce the use of hazardous materials, minimize production of hazardous and other wastes, and eliminate pollutant emissions to the environment to the maximum extent technologically and economically feasible.

The Hopkinton-Everett Lakes P2 Plan provides a strategy and list of action items to integrate pollution prevention into all activities and processes. The plan provides a process for development and implementation of a facilitywide, multimedia P2 Plan that will enable this facility to meet all pollution prevention plans and goals. The result will be more efficient operations, and a cleaner and safer working environment.

4. CORPS OF ENGINEERS PHILOSOPHY AND POLICY ON POLLUTION PREVENTION

As previously noted, pollution prevention is a "source reduction" approach to creating a better environment. It reaches beyond the end-of-pipe or end-of-stack solutions to avoid the generation of waste or environmental releases, and stresses the management of all environmental media (air, land, water) together. The Corps subscribes to a hierarchy of options for managing waste. Source reduction is the most desirable, then recycling, treatment, and disposal complete

the hierarchy. These will be discussed in greater detail in this plan.

Pollution prevention can be achieved through a number of activities: process efficiency improvement, material substitution, inventory control, preventive maintenance, and improved housekeeping. Often these activities will require capital investments to implement. The basic cost of these pollution prevention actions may be significant; however, the savings or cost avoidance over a reasonable investment period due to reduced energy, materials, labor, compliance costs, or environmental consequences, make these cost effective. This "life-cycle" cost estimating is the recommended approach to implementing pollution prevention measures.

5. CORPS OF ENGINEERS GOALS IN POLLUTION PREVENTION

EO 12856 sets a goal of 50 percent reduction of toxic chemicals by 31 December 1999. The goal applies to the agency (Department of Army) in its use of toxic chemicals (facilities covered by section 313 of EPCRA). Hopkinton-Everett Lakes do not meet the requirements of section 313 (TRI) pollutants and does not report against the 50 percent reduction goal.

New England Division (NED) has set a target of 25 to 50 percent reduction of a river basin's waste stream by 31 December 1999. This goal is the sum total percent reduction at each water control project within the respective river basin. The baseline year for calculating the reduction of a river basin's waste stream is calendar year 1994. This year was chosen as a baseline to reflect the pollution prevention measures/waste reduction activities that were carried out prior to issuance of this plan.

Page 6 is a worksheet designed to facilitate tracking the projects' waste reduction. Total volume and percent reduction of each waste category should be calculated each year. Percent reduction is calculated using the baseline year (1994). This worksheet allows Hopkinton-Everett Lakes personnel to track the reduction of certain wastes and observe if they are on target for reaching their waste reduction goals.

Another goal for NED's water control projects is to reduce all hazardous substances/wastes to levels below reportable quantities/limits. The reportable quantities/limits observed shall be the more restrictive of those set by the State or Federal Government.

Also, all chemical/oil storage tanks at each project shall have an approved secondary containment structure. An approved structure shall follow Federal Regulation 40 CFR 112.7 (see Appendix L) and the Corps of Engineers EM 385-1-1, section 09.B.27(d). Check the SPCCP/SCP for Hopkinton-Everett Lakes, available at the projects, for additional information on secondary containment.

Following is a table summarizing the goals concerning pollution prevention. These goals are also listed in Appendix F, Hopkinton-Everett Lakes' Pollution Prevention Strategy Sheets, in the event subsequent goals need to be added.

HOPKINTON-EVERETT LAKES' POLLUTION PREVENTION STRATEGY		
Goal	Established By	Target Date
Contribute to the 25 to 50% reduction of the total waste stream within the Merrimack River Basin.	NED	1999
Reduce all hazardous substances/wastes located at Hopkinton-Everett Lakes to quantities below reportable quantities/limits that are set by the NH DES.	NED	1999
Provide approved secondary containment structures for all chemical/oil storage tanks located at Hopkinton-Everett Lakes.	NED	1999

6. ASSUMPTIONS

- a. This plan is in effect and implemented continuously.
- b. The Merrimack River Basin Manager is responsible for pollution prevention at Hopkinton-Everett Lakes.

7. PROJECT DESCRIPTION AND LOCATION

Hopkinton-Everett Lakes are located in the towns of Hopkinton, Henniker, Weare, and Dunbarton, New Hampshire about eight miles west of Concord and eleven miles northwest of Manchester (see location map in figure 1, Appendix A). The two lakes, connected by a canal, act as separate reservoirs during minor floods, and as a single one during moderate or major events. Hopkinton-Everett Lakes are in separate natural drainage basins. The lake behind Hopkinton Dam begins about three miles above its confluence with the

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Hopkinton-Everett Lakes Waste Reduction Worksheet

<u>Material</u>	1994	1995	1996	1997	1998	1999
	(Baseline Year) <u>Total Volume</u>	<u>Total Volume</u> <u>% Reduction</u>	<u>Total Volume</u> <u>% Reduction</u>	<u>Total Volume</u> <u>% Reduction</u>	<u>Total Volume</u> <u>% Reduction</u>	<u>Total Volume</u> <u>% Reduction</u>
Hazardous Wastes						
Petroleum, Oil, and Lubricants (POLs)	50.1 lb 19.6 gal	45 lb 16.2 gal 17.40%	40 lb 12.2 gal 24.70%			
Paints and Allied Products	5.1 lb 23.5 gal	5.1 lb 17.5 gal 25.50%	5.1 lb 14.5 gal 17.10%			
Chemicals and Solvents	70.3 lb 37.1 gal	56.2 lb 28.1 gal 24.30%	48.2 lb 22.4 gal 20.30%			
Asbestos	0					
Treated Wood	0					
Equipment/Vehicle Maintenance Wastes	0					
Other	0					
Non-Hazardous Wastes						
Recyclable Wastes	0					
Compostable Wastes	0					
Non-recyclable Wastes	0					
Construction and Demolition	0					
White Metal Goods	0					
Tires	0					
Other	0					

Blackwater River on the west side of the Merrimack River Basin. The lake behind Everett Dam is within the Piscataquog River Basin, and is located to the south of Hopkinton Dam. The Piscataquog River is also a tributary to the Merrimack River. A reservoir map is shown in figures 4a and 4b, Appendix A.

Hopkinton-Everett Lakes provide flood protection for areas downstream of the Contoocook and Piscataquog Rivers and along the main stem of the Merrimack River in New Hampshire and Massachusetts. The Hopkinton-Everett Lakes projects are both single purpose flood control projects built and operated by the Corps of Engineers; however, they work together when pool levels exceed approximately elevation 401 feet NGVD. Construction was initiated in 1959 and completed in 1963. The projects are 2 of 5 flood control projects constructed by the Corps in the Merrimack River watershed. A watershed map is shown in figure 2, Appendix A.

Both Hopkinton and Everett Dams consist of rolled earth fill with rock slope protection. Hopkinton Dam is approximately 790 feet in length with a 76-foot maximum height above streambed, and a top of dam elevation of 437 feet NGVD (National Geodetic Vertical Datum of 1929). Everett Dam is 200 feet long with a 115-foot maximum height above streambed, and a top of dam elevation of 435 feet NGVD (see figures 3a and 3b, Appendix A for dam layout maps).

The Hopkinton spillway is an uncontrolled, fixed crest, ogee weir located in the west abutment. The 300-foot long spillway crest has an elevation of 416 feet NGVD. The Everett spillway, located in the east abutment, is 180 feet long and has an elevation of 418 feet NGVD, two feet higher than the spillway at Hopkinton Dam to insure that spillway discharge occurs first at Hopkinton due to the greater channel capacity of the Contoocook River. The combined storage capacity is equivalent to 6.9 inches of runoff from the combined 446-square mile net drainage area, and 382 and 64 square miles in the Contoocook and Piscataquog watersheds, respectively.

The project lands for the Hopkinton-Everett Lakes project are comprised of a total of 7,910 acres at an elevation of 410 feet NGVD in the Hopkinton reservoir. Flowage easements total 2,024 acres at a 420-foot NGVD elevation.

Recreation facilities consist of the Elm Brook recreation area operated by the Corps of Engineers. Facilities include a beach, picnicking, comfort station with water supply and sanitary facilities, boat launch, and parking.

8. ROLES AND RESPONSIBILITIES

a. Commander

- (1) Exercise overall control of Division facilities, NED personnel, and contractor personnel who manage pollution-generating activities.
- (2) Support programs and budgets for personnel, materials, equipment, and training required to implement pollution prevention strategies.
- (3) Ensure coordination between various Division elements regarding the compliance of contractors and other pollution prevention partners.

b. Director of Operations

- (1) Exercise overall control of NED's flood control facilities, Corps personnel, including those of the contractor, that manage or contribute to pollution generating activities.
- (2) Ensure that pollution prevention measures accomplish acceptable reduction levels.
- (3) Support programs and budgets for personnel, materials, equipment, and training required to implement pollution prevention strategies.

c. Environmental Compliance Coordinator

- (1) Review and approve P2 Plan, revisions, and amendments.
- (2) Integrate pollution prevention in the Division's Comprehensive Environmental Stewardship program and oversee field office staff concerning pollution prevention methods.
- (3) Coordinate development of pollution prevention opportunity assessments and preparation of field office P2 Plans. Review plans for effectiveness and compliance with environmental regulations. Coordinate review of plans by internal Division elements and those outside NED.
- (4) Prioritize funding for pollution prevention activities and equipment.

(5) Prompt periodic reviews and evaluations of P2 Plans to monitor the performance of pollution prevention projects (reviews will be conducted according to the schedule determined most appropriate [ERGO, etc.], or as significant waste stream changes occur). The periodic reviews will include whether more effective prevention and control applications are available for use in the facility's P2 program.

(6) Advise Director of Operations when the P2 Plan is not in compliance with regulatory requirements.

d. Chief, Environmental Engineering and Hydraulics Branch

(1) Supervise production and review of P2 Plan for conformance and compliance with applicable Federal, State, and local regulations.

(2) Execute periodic technical reviews of P2 Plan.

e. Merrimack River Basin Manager

(1) Exercise overall control of Hopkinton-Everett Lakes personnel who are involved in waste-generating activities.

(2) Ensure that pollution prevention is accomplished to acceptable levels.

(3) Coordinate with non-Corps elements (e.g., contractors, State and local regulators, etc.) regarding compliance of contractors and waste generators.

(4) Maintain the P2 Plan on file at Hopkinton-Everett Lakes.

(5) Program and budget for personnel, materials, equipment, and training required for implementing pollution prevention strategies.

(6) Revise and resubmit the P2 Plan whenever there is a significant change in facility design, construction, operation, or maintenance which affect the waste streams of the facilities.

(7) Manage preparation and amendments of the Hopkinton-Everett Lakes P2 Plan.

(8) Review deficiencies and initiatives to improve pollution prevention in the first month of each quarter and

follow through to completion.

(9) Ensure that all waste streams at the projects are addressed in the P2 Plan.

(10) Perform periodic management actions to verify compliance with the P2 Plan in areas within Hopkinton-Everett Lakes' responsibilities. Maintain informal documentation to support inspections and any subsequent program revision.

(11) Prepare and update baselines for hazardous material use and waste generation.

(12) Perform periodic visual surveillance of areas under Hopkinton-Everett Lakes' responsibility to verify compliance with this plan.

(13) Maintain any special equipment and material used for pollution prevention at the projects.

(14) Investigate potential pollution prevention opportunities as changes in waste streams occur.

(15) Coordinate Hopkinton-Everett Lakes' pollution prevention training programs.

9. FUNCTIONS AND ACTIVITIES

a. Routine Activities. Typical activities at buildings and grounds at Hopkinton-Everett Lakes include maintenance of flood control facilities and vehicles, mowing embankments and grounds, debris and sediment removal from the reservoirs, and repair and servicing of mechanical equipment and structures. These activities require the handling and storage of oil, and other petroleum and chemical products.

These activities are normally contracted out to commercial companies (contractors) who perform the work. Any waste oil/chemicals generated (e.g., from the use of chain saws, engines, etc.) during their working timeframe is disposed of by the contractor. In the case of a contractor's noncompliance with safety and environmental standards, Corps officials have the option of stopping his work and/or seeking compensation from him for expenses incurred in fulfilling safety or environmental obligations.

Hopkinton-Everett Lakes are registered as small quantity generators with the U.S. Environmental Protection Agency (EPA). This registration, as small quantity generators, addresses the issue of generating, handling, and disposing waste oil by Hopkinton-Everett Lakes personnel. The

projects' (Hopkinton/Everett) EPA small quantity generator ID Number is NH960012533. The recommended procedure for project personnel to follow when generating waste oil is outlined in the Spill Prevention, Control, and Countermeasure Plan/Spill Contingency Plan (SPCCP/SCP) for Hopkinton-Everett Lakes, which is available on site.

b. Leased Areas. The following paragraph provides guidance for land that is leased out (outgranted). Pollution prevention for lessee facilities and activities on Corps lands are the responsibility of the "lessee," also referred to as the "lease area operator." Where leased areas are mandated by Federal or State Regulations to have and maintain a pollution prevention plan, the lessee will comply with appropriate pollution prevention requirements and State and Federal Regulations.

c. Oil Tanks. Petroleum product storage tanks are listed in Appendix B, "Oil Storage Tank Inventory," which includes tank number, location, capacity, installation date, type, material of construction, fuel-type stored in tank, purpose of fuel or usage, and whether the tank has secondary containment, leak detection, or cathodic protection. Locations of these storage tanks are shown on figure 4 in Appendix A.

d. Paint Locker. Oil, petroleum products, and chemicals are stored in a paint locker in the Hopkinton office/utility building. This locker is vented by gravity through a chimney leading to the utility building roof. The paint locker does not have a concrete berm or lip at its entrance to act as secondary containment. Three flammable storage cabinets (one 45-gallon and two 65-gallon) were purchased for storing chemical products in the paint locker. Also, miscellaneous chemicals are stored on wooden shelves in the utility building. An explosion proof interior light is switched on manually from the outside.

A copy of the current chemical inventory stored in the paint locker is kept in the project office at Hopkinton Lake. In Appendix C of this plan, space is provided for the Merrimack River Basin Manager to place a copy of the chemical inventory. Material Safety Data Sheets (MSDS) for materials on site are kept on file at Hopkinton Lake. If an MSDS for a product is not available, one for a similar product will be used.

Items on the current inventory are not considered hazardous as defined under 40 CFR 355.20. This CFR excludes a chemical from being classified as hazardous if it is "used for personal, family, or household purposes, or is present in

the same form and concentration as a product packaged for distribution and use by the general public." All chemicals at Hopkinton-Everett Lakes can be defined as such. Under 40 CFR 302, some products on the inventory are considered to be made up of hazardous substances; however, these products are not considered hazardous because the amount of hazardous substance(s) in the product is under the reportable quantity (RQ).

In a worst case scenario where all the petroleum products (oil, gasoline, and diesel fuel) were to spill, the paint locker has no approved secondary containment to hold the total quantity spilled. Therefore, this is not an approved secondary containment as defined under 29 CFR 1910.106(d)(4). Also, the ventilation system, in the paint locker is not an approved ventilation system as defined under NFPA 30, chapter 4-1.1.6 and under EM 385-1-1, section 09.B.24. The ventilation system does not provide an approved component of a P2 plan.

e. Waste Streams. Areas at the projects where waste streams may be generated are listed below. Also included are the type of waste streams that may be produced.

(1) Areas for receiving material (e.g., project office/utility buildings, garage/workshops, operator's quarters, and gate houses) generate wastes such as packaging materials, damaged containers, spill residue, and fuel oil transfer line leakage.

(2) Storage areas (e.g., paint locker and oil storage tanks) may generate wastes in the form of tank bottoms, off-specification and excess materials, spill residue, leaking pumps, valves, pipes, and damaged or empty containers.

(3) Areas where vehicles and equipment are serviced and stored (e.g., office/utility building, garage/workshop, etc.) can produce wastes such as solvents, cleaning agents, lubricants, scrap metal, caustics, and acids.

Appendix E contains a list of specific processes that may occur at the project, and associated wastes generated by these processes.

10. JURISDICTION

The New Hampshire DES (telephone: 603-271-2900) and the U.S. Environmental Protection Agency, Region I, Boston, Massachusetts (telephone: 617-223-7265) are the State and

Federal agencies coordinating with Hopkinton-Everett Lakes' personnel regarding pollution prevention.

11. ENVIRONMENTAL REVIEW GUIDE FOR OPERATIONS (ERGO) PROGRAM

Hopkinton-Everett Lakes complies with Corps policy and are assessed for environmental compliance by an external team every five years. Environmental compliance assessments of the projects were conducted by an interdisciplinary team of New England Division environmental professionals (external team) in 1992. The assessments were conducted as part of the Corps ERGO program, which establishes the use of environmental compliance assessments to ensure compliance with all applicable Federal, State, local, Department of Defense (DOD), and U.S. Army laws and regulations. The facilities next external assessments are scheduled for 1997.

Each year both Hopkinton and Everett Lakes perform self-assessments of their projects' environmental compliance status.

12. SCOPE OF POLLUTION PREVENTION PLAN

The P2 Plan applies to all activities at the projects.

Concession, outgrant, and lease area activities are not considered in the Hopkinton-Everett Lakes P2 Plan; however, all non-Corps activities will be encouraged to implement similar pollution prevention strategies.

13. UPDATE FREQUENCY

The Hopkinton-Everett Lakes P2 Plan should be updated every five years during the same fiscal year as the ERGO external assessment. The next update is scheduled for 1997.

Scheduling of P2 Plan updates the same time as ERGO assessments leads to improved coordination, preventing duplication of work. The P2 Plan update will address changes in policy and procedures, product substitutions, process changes, and other pertinent information. The review and updating will include a summary of goals met and revised objectives.

14. TRAINING

To implement a successful pollution prevention program, communication and training are crucial to convey up-to-date information, and to foster a pollution prevention ethic that is supported by the entire facility staff. Since 1993 the Corps has provided information and guidance to Division

Environmental Compliance Coordinators (ECCs) on compliance with EO 12856 and other Pollution Prevention Executive Orders and Policy Directives. Headquarters, Environmental Compliance Branch of Operations, Construction and Readiness Division, (CECW-OA) will continue providing information on policy and regulations through the Division ECC, who will forward information to each basin. While there are no specific requirements for pollution prevention training, all facility staff will receive pollution prevention awareness and energy efficiency training. This training may take place during biweekly safety meetings. Technical information on pollution prevention strategies and training opportunities may be obtained from sources outside the Corps such as State EPA Pollution Prevention Coordinators. Additional sources of pollution prevention information can be found in Appendix I.

15. PUBLIC INFORMATION

Executive Order 12856 requires projects and facilities to provide the public with access to their pollution prevention plans and programs. In compliance with this EO, these plans will be maintained onsite for review by the public, EPA, and State regulators; a copy will be provided to regulatory agencies upon request.

16. COORDINATION WITH CONTRACTING AND LOGISTICS DIRECTORATES

In order to comply with pollution prevention requirements, changes in purchasing materials or contracting for services may be necessary. Executive Order 12873 requires that Federal agencies procure products that are environmentally preferable or made with recycled materials. Executive Order 12843 requires that Federal agencies maximize use of alternatives to ozone-depleting substances. Executive Order 12845 requires that new computer purchases meet "Energy Star" efficiency requirements. New requirements will continue to be developed. Technical specifications and General Services Administration (GSA) contracts may not all be up-to-date on these requirements.

The Merrimack River Basin Manager will coordinate closely with the Division Contracting and/or Logistic staff to ensure that all future purchases and disposal actions are not only in compliance with specific requirements, but also support the project and agency goals for pollution prevention.

17. IMPLEMENTATION GUIDANCE

Following are guidelines for management of wastes at the Hopkinton-Everett projects:

a. Waste should be reduced at the source whenever possible.

b. If it is determined that a waste can be recycled, it should be done to the fullest extent possible.

c. Wherever possible and economically practical, non-toxic/hazardous replacements for hazardous materials shall be used.

d. Storage, disposal, and recycling of wastes should comply with all appropriate Federal, State, local, and U.S. Army Regulations/requirements.

e. Hazardous waste should be safely controlled, accounted for with an audit trail and chain of custody, and handled in accordance with legal requirements.

For specific management practices of hazardous and non-hazardous wastes, refer to appropriate Federal, State, and local regulations/guidelines.

18. IMPLEMENTATION PLANS

a. Recycling. A comprehensive recycling program should be established at Hopkinton-Everett Lakes. All wastes should be identified as recyclable or nonrecyclable. To determine which materials are recyclable, refer to the State of New Hampshire Governor's Recycling Program in Appendix H. This appendix contains the recycling program's phone number to call and receive information on recycling services available through the State of New Hampshire. Materials and activities at the projects that produce the materials considered recyclable by the NH DES are listed in Appendix G.

The recycling program shall include wastes generated by public use at Hopkinton-Everett Lakes. Areas used by the public include picnic facilities, swimming beaches, and the lake itself. A separate recycling plan that addresses the minimization and recycling of wastes generated by the public may be necessary.

The Governor's Recycling Program maintains a database of vendors who accept, collect, or purchase recyclable materials in New Hampshire and adjoining States. The recycling programs developed at the projects should utilize vendors in the program. All nonrecyclable waste should be disposed of properly.

b. Hazardous and Nonhazardous Wastes. All wastes should be segregated and identified as hazardous or nonhazardous. Waste definitions are shown in Appendix M.

Hazardous and nonhazardous wastes have different disposal requirements (see State Regulations for specific requirements); segregation of wastes will streamline the disposal process.

c. Substitute Products. Project personnel shall purchase and use alternative, nontoxic products in place of hazardous materials where feasible. Substances such as ethylene-glycol antifreeze should be replaced with propylene-glycol antifreeze. Liquid-cell batteries in project vehicles should be replaced with batteries that have a gel-type substance in their cells.

The Defense Logistics Agency (DLA) provides catalogs listing products and their respective alternatives. To order these catalogs or request information on alternative products call DLA at 1-800-345-6333. Appendix J contains a list of various centers within the DLA supplying information on alternative products.

d. Purchasing of Products. Purchase of paints, pesticides, and other hazardous substances should be kept to a minimum, or on an "as needed" basis. Any residual quantity should be disposed of in compliance with Federal and State Regulations.

e. Material Safety Data Sheets (MSDS). MSDS for all inventory products should be kept on file at the projects. For products no longer on site, the respective MSDS should be removed from the file. An accurate inventory of products used, location, and quantities on hand shall be kept at the projects to assist in managing of MSDS.

f. Paints and Thinners. Paints, stains, and thinners will no longer be "stockpiled" at the projects, and will be purchased on an "as needed" basis. Also, where feasible and economically practicable, water-based paints shall be used in replacement of those oil-based.

g. Hazardous Waste Disposal. All hazardous waste should be disposed of through a licensed hauler and sent to a licensed facility. A hazardous waste manifest will accompany all materials, and appropriate record keeping will be maintained. Only project personnel authorized by the Division Commander may sign/execute the manifests. This authorization must be in writing and stating the employee is within the scope of work when executing these documents. All

records pertaining to hazardous waste should be maintained at the project offices for three years.